

Dear Applicant:

Enclosed please find the necessary application form to be completed in connection with obtaining your license to sell alcoholic liquors for the period January 1, 20\_\_ to December 31, 20\_\_. The completed application form should be submitted to the Office of the Delaware Alcoholic Beverage Control Commissioner, 820 North French Street, Wilmington, Delaware 19801. You must attach to the biennial application, the Federal Tax Form 990 or Form 990PF, or other not-for-profit proof, the appropriate biennial license fees, a floor plan of the licensed premises, and lease or proof of ownership of premises.

Please determine the number of gatherings (including those to be held on Sunday, if applicable) which you plan to hold during calendar years 20\_\_ and 20\_\_. Be aware that, if you hold more gatherings than permitted based upon the license fee paid, you will be required to pay the full licensing fee for the next higher category of license as listed below, in addition to the amount previously paid.

**The license fees to sell alcoholic liquors at gatherings shall be as follows:**

1 to 25 gatherings	\$ 200.00
26 to 75 gatherings	\$ 400.00
76 or more gatherings (unlimited)	\$1,000.00

**Additional License Fee To Sell on Sundays and Holidays**

1 to 25 gatherings	\$ 200.00
26 to 75 gatherings	\$ 300.00
76 or more gatherings (unlimited)	\$ 400.00

**ALL FEES ARE TO BE MADE PAYABLE TO THE OFFICE OF ALCOHOLIC BEVERAGE CONTROL COMMISSIONER (O.A.B.C.C.) BY CHECK, MONEY ORDER OR CHARGE (MASTER CARD, VISA, DISCOVER). CASH PAYMENTS MAY ONLY BE PAID IN PERSON.**

Additionally, in order to obtain a biennial gathering license, you must be able to satisfy the definition of “gathering of persons” or “gathering” as found in the “Liquor Control Act.” Specifically, 4 Del. Code, Section 101 (15), provides as follows:

“Gathering of persons” or “gathering means a banquet, picnic, bazaar, fair or similar private gathering or similar public gathering where food or drink are sold, served, or dispensed by non-profit organizations such as churches, colleges and universities, volunteer fire companies, political parties, or other similar non-profit groups having a common civic, social, educational, or religious purpose, or where entrance tickets are sold or entrance fees are required by those non-profit organizations.”

Finally, you are also advised that minors between the ages of sixteen to eighteen (16 to 18) may work on your premises in a capacity unrelated to the sale or service of alcoholic liquor.

If you have any questions, concerning your license application, please call Julie Gray, at (302) 577-5204.

Very truly yours,

Jacqueline Paradee Mette  
Commissioner

JPM:jljg

Enclosure

**APPLICATION FOR BIENNIAL PREMISES GATHERING LICENSE  
TO SELL AND DISPENSE LIQUORS AT A GATHERING OF PERSONS**

**FOR OFFICE USE ONLY**

**Application Number:** \_\_\_\_\_

**Approved/Disapproved:** \_\_\_\_\_

PLEASE COMPLETE THIS APPLICATION LEGIBLY. ALL QUESTIONS MUST BE ANSWERED FULLY OR THE APPLICATION CANNOT BE PROCESSED.

**Return To: Office of the Delaware Alcoholic Beverage Control Commissioner  
Carvel State Office Building, Third Floor  
820 French Street  
Wilmington, Delaware 19801  
(302) 577-5222**

Applicant's Federal Employer I.D. Number (**Required**): \_\_\_\_\_

(\_\_\_\_) \_\_\_\_ -- \_\_\_\_ (Day)

I, \_\_\_\_\_  
(Name & Title of Authorized Representative)

(\_\_\_\_) \_\_\_\_ -- \_\_\_\_ (Eve), certify that I am  
(Telephone No.)

duly authorized on behalf of \_\_\_\_\_  
(Name of Non-Profit Organization) (Telephone No.)

to make application for a Biennial Premises Gathering License at (Location of premises where gatherings will be held)

\_\_\_\_\_  
(Complex/Bldg./Hall)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

permitting the sale of alcoholic beverages in accordance with the approval of \_\_\_\_\_  
(Print Name-Premises Owner)

\_\_\_\_\_  
(Signature of Owner of Hall/Home, Landlord or Rental Agent)

\_\_\_\_\_  
(Title)

(\_\_\_\_) \_\_\_\_ - \_\_\_\_  
(Phone Number)

and applicable provisions of the "Liquor Control Act" (Title 4 of the Delaware Code and the Commissioner's Rules). I further certify that I am familiar with the legal requirements pertaining to Biennial Premises Gathering Licenses. Specifically, I understand that:

1. A copy of the deed, lease or signature of the Owner approving use of the premises for the sale and dispensing of alcoholic liquor for the calendar year(s) requested by applicant must be returned with this application.
2. All alcoholic beverages to be sold at the licensed gatherings must be purchased from either a licensed Delaware wholesaler or a Delaware retailer. Any alcoholic beverages which are not consumed at a gathering, and which are unopened, may be stored for sale at future gatherings to be held on the premises, or they may be returned to the licensed seller within thirty days of the date of the gathering to receive a refund of the purchase price.
3. It is illegal to sell, dispense, or otherwise permit service of alcoholic beverages to anyone under twenty-one years of age at any gathering. Likewise, the possession or consumption of alcoholic beverages by persons under twenty-one years of age at a gathering is illegal.

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4. No alcoholic beverages can be sold or dispensed at a gathering between the hours of 1:00 a.m. and 9:00 a.m.
5. Minors between the ages of sixteen and eighteen may be employed at the gathering provided that they do not sell or serve alcoholic beverages.
6. Except for Biennial Unlimited Licenses, the Commissioner's office must be notified in advance that a gathering is to be held. Such notice must be provided by 12:00 p.m. of the day of the gathering unless it is being held on a Saturday, Sunday, or holiday, in which case the notice must be provided before 4:30 p.m. on the last regular workday before the gathering. Additionally, the Commissioner's office must be notified of all gatherings before orders are placed to purchase alcoholic beverages.
7. **The fees for biennial licenses are as follows:**

1 to 25 Gatherings	\$ 200.00	(Total over two years*)
26 to 75 Gatherings	\$ 400.00	(Total over two years*)
76 or More Gatherings (Unlimited)	\$1,000.00	(Total over two years*)

**Additional License Fee To Sell on Sundays and Holidays:**

1 to 25 gatherings	\$ 200.00
26 to 75 gatherings	\$ 300.00
76 or more gatherings (unlimited)	\$ 400.00

\*(Sunday/Holiday Gatherings are included in number of gatherings when purchased with any above category: Purchase of a Sunday license does not increase the number of gatherings.)

8. This license covers only the specified premises stated herein. It is not transferable to another location.
9. **PLEASE INCLUDE WITH THIS APPLICATION A COPY OF YOUR MOST RECENT COMPLETED IRS FORM 990, LISTING IN THE CATHOLIC DIOCESAN OR OTHER RELIGIOUS DIRECTORY OR ANNUAL PUBLICATION, ASSIGNMENT OF EIN NUMBER OF POLITICAL ENTITY OR OTHER PROOF OF NOT-FOR-PROFIT STATUS.**
10. PLEASE SUPPLY TWO COPIES OF A FLOOR PLAN OF THE PREMISES THAT IS BEING LICENSED.

**APPLICANT:** PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOURSELF:

Address: \_\_\_\_\_

Telephone No.: (\_\_\_\_)\_\_\_\_\_ Enclosed is the sum of \$\_\_\_\_\_, in payment for the Biennial

Premises Gathering License which permits no more than \_\_\_\_\_ gatherings; (SUNDAYS\_\_\_\_\_).

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

I hereby authorize the above representative to make application for a Biennial Premises Gathering License from the Office of Alcoholic Beverage Control Commissioner. The license will permit the sale and service of alcoholic beverages for consumption on behalf of the aforesaid organization/religious body/ political candidate or party.

\_\_\_\_\_  
(Signature of President/Highest Official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)